

**Performance Assessment Criteria for the Oak Ridge Reservation
Site Pollution Prevention Programs (Table 1 for Oak Ridge National Laboratory
included as an example)**

1.0 Introduction

Purpose

Consistent with the principle of continuous performance improvement, the Oak Ridge Reservation (ORR) Site Pollution Prevention Programs developed pollution prevention assessment criteria to be used to objectively assess the status of all elements of the programs.

Background and Methodology

The proposed system allows sites to be evaluated using all required elements of an effective pollution prevention program, rather than highlight individual activities and/or deficiencies. Examples of activities under each work element are given. However, to appropriately reflect roles and responsibilities of the program, the structure is modified to tailor example activities to the structure of the individual site's program and needs.

A rating system is used, with implementation status for each element evaluated on a scale that was established by all ORR Site Program Coordinators , with a maximum possible score of 100 for all program elements. The rating system should be applied to all elements in a consistent manner.

2.0 Description of Elements for Site Program Implementation

In general, a successfully implemented facility-wide program consists of the following elements:

- Organization and Infrastructure
- Program Development
- Employee Involvement
- Tracking
- Reporting
- Project Implementation
- Technical Assistance
- Information and Technical Exchange
- Program Evaluation

These elements, as shown in the attached Table 1, are evaluated individually, with a maximum score established for these elements. Also shown in the table are programmatic requirements, which were based on DOE guidance. Measurement

Criteria is also provided, as they correspond to each work breakdown structure (WBS) element, which were included in activity data sheet (ADS) budget planning documents and which have been established as indicators of an effective, mature program.

3.0 Criteria for Scoring Performance for Each Element

Specific criteria have been developed for each element based on the needs and emphasis of the site program. While the WBS Requirements will remain the same, the measurement criteria will be developed each year and will reflect the specific needs of the program each fiscal year. The maximum points for each activity has been determined by the importance of the activity in satisfying the program's overall goal to prevention pollution. Guidance for scoring is provided in Table 2.

Table 1
Oak Ridge National Laboratory Pollution Prevention Program
Performance Measurement Criteria

WBS Requirement	Measurement Criteria	Maximum Score	Actual S
1. Organization and Infrastructure <ul style="list-style-type: none"> Designate and maintain a P2 Coordinator and Staff Establish and lead site P2 Committee Integrate and Monitor Site Generator and Restoration Programs Interface with and Participate in DOE-ORO and DOE-HQ P2 Program 	Designate and maintain a PPC and staff	1	
	Designate and maintain a PPR for each waste generating division and the PPR committee	1	
	Integrate and monitor generator programs	2	
	Interface/participate in the DOE-ORO Office and DOE Headquarters' PP Programs	1	
	Element Total	5 pts.	
2. Program Development <ul style="list-style-type: none"> Develop and Update Site P2 Plan Develop Site P2 Policy Statement Develop P2 Program Objectives and Establish Quantitative Goals Develop Activity Schedules for Specific Tasks and Projects Formulate Budgets for Site Programmatic Activities Assign Personnel to Develop and Implement Site P2 Program Provide support to integration of P2 practices into site operating procedures Incorporate DOE Quality Assurance Objectives and Methods into P2 Activities 	Evaluate and update, if necessary, the ORNL PP Program Plan	3	
	Evaluated the currency of the PP policy statement for ORNL	1	
	Develop PP program objectives and establish quantitative and qualitative goals	3	
	Develop activity schedules - specific tasks/projects including ROI projects and ER activities	2	
	Formulate 1997 budget for programmatic activities	2	
	Assign personnel to develop/implement PP program	2	

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	Integrate PP practices into site operating procedures	1	
	Incorporate DOE QA objectives/methods into PP	1	
	Element Total	15 pts.	
3. Employee Involvement <ul style="list-style-type: none"> Develop and Update Employee P2 Training Develop and Conduct Employee P2 Awareness Programs Develop and Conduct P2 Award and Recognition Programs Include P2 Criterion in Employee Evaluation Publicize P2 Progress 	Develop and update general employee PP training	3	
	Increase employee PP awareness	1	
	Award and recognize employees for PP efforts	2	
	Include PP as a criteria in employee evaluation	1	
	Publicize PP progress in newsletters/publications	3	
	Element Total	10 pts.	
4. Tracking <ul style="list-style-type: none"> Establish or Enhance Site Material Inventory Tracking for P2 Purposes Establish or Enhance Site Waste Tracking for P2 purposes Estimate Waste Generation, Wastes to be Removed under the Environmental Restoration Program, and Waste Management Costs/Benefits of P2 	Establish/enhance site material inventory tracking for PP purposes	1	
	Track progress toward established goals	3	
	Estimate waste generation and waste management costs/benefits for PP	2	
	Compile and integrate PP project data in site and central reporting systems	4	
	Element Total	10 pts.	
5. Reporting <ul style="list-style-type: none"> Determine and Report Waste Generation Baselines Fulfill all Compliance-Driven P2 Reporting Requirements Complete all P2 HQ and ORO Reporting Requirements Report Environmental Restoration Waste Removal 	Determine and report waste generation baseline	2	
	Fulfill all PP compliance reporting requirements including the TN Hazardous Waste Reduction Act Update, the RCRA Annual Report and the FFCA Waste Minimization Report	8	

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	Complete all DOE Headquarters and ORO reporting requirements, including the SEN-37 report	6	
	Complete all site PP reporting requirements	4	
	Element Total	20 pts.	
6. Establish Site Wide Reduction and Recycling Programs Support Site Initiatives to: <ul style="list-style-type: none"> • Reduce the Use and Release of Toxic Chemicals • Substitute Toxic Chemicals and Other Hazardous Materials • Exchange Excess Toxic Chemicals and Hazardous Materials • Reuse or Recycle Hazardous and Radioactive Wastes Onsite • Recycle Hazardous Wastes Offsite • Use Affirmative Procurement Practices to Encourage the Purchase and Use of Recovered Materials • Reuse or Recycle Sanitary Wastes 	Evaluate and support implementation of affirmative procurement opportunities	2	
	Identify and prioritize site-wide source reduction and recycling options for all waste types	2	
	Participate on the ORO HiVal team	2	
	Provide programmatic and technical support to ROI projects	2	
	Support Swap Shop initiatives	1	
	Support generators in identifying barriers to option implementation and waste to remove these barriers.	1	
	Element Total	10 pts.	
7. Technical Assistance <ul style="list-style-type: none"> • Assist Generators in Setting Goals • Assist Generators in Determining Waste Generation Baselines • Assist Generators in Assessing and Implementing Opportunities • Assist Generators in Establishing Model P2 Programs 	Assist generators/environmental restoration program in designing PP organization and plans	5	
	Assist generators in determining waste generation baselines	3	
	Provide assistance in identifying, prioritizing and conducting opportunity assessments	7	
	Assist generators in setting waste generation organization specific goals (including ER)	5	
	Element Total	20 pts.	

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8. Information and Technology Exchange <ul style="list-style-type: none"> Participate in Seminars, Workshops, Meetings Hold Meetings with Generator P2 Coordinators Participate in P2 Information Clearinghouses Foster Outreach and Participate in Public Relations 	Participate in seminars, workshops and meetings	1	
	Support DOE technology/information gathering initiatives	1	
	Participate in PP information clearinghouse (EPIC/PIES)	1	
	Foster outreach and participate in public relations (Community Day, Env. Fair, public schools)	2	
	Element Total	5 pts.	
9. Program Evaluation <ul style="list-style-type: none"> Assess Employee Participation Assess Program Implementation Status Evaluate Program Performance Against Goals 	Develop and implement generator self-assessment and performance measures program	2	
	Develop and implement program self-assessment and performance measures program	2	
	Participate in internal/external audits and assessments of PP programs	1	
	Element Total	5 pts.	
GRAND TOTAL ALL ELEMENTS		100 pts.	100!!!!!!!!!!

Table 2
Performance Measures Scoring Guidance
Percent of Total Maximum Score
Evaluation Measurement

Score	Guidance
0%	No effort has been made for this measurement criteria of activity. Explanation should be provided to explain why this criteria was not observed.
20%	Performance is marginal. Substantial improvement is needed to meet foundation requirements for this area.
40%	Performance is approaching target compliance with established requirements in this area.
60%	Performance is sufficient to meet established milestones and/or regulatory requirements in this area. No improvement or additional accomplishment noted.
80%	Performance is good. Notable accomplishments have been made in this area.
100%	Performance is excellent. Exceptional improvement is apparent in this area. New initiatives were identified and implemented